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# Section B - Supplies or Services and Prices

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT 0001 250,017.09 Dollars, \$1.00 \$250,017.09 U.S.

WE04 Magazine Master Plan FOB: Destination PURCHASE REQUEST NUMBER: ACQR2227295

NET AMT \$250,017.09

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT 000101 \$0.00

FUND ACRN AA

**FFP** 

Funding Doc. No.: N6921211RC044LD CUSTOMER ACRN AA

FOB: Destination

MILSTRIP: N6921211RC044LD

NET AMT \$0.00

ACRN AA \$250,017.09

#### Section C - Descriptions and Specifications

#### STATEMENT OF WORK

#### STATEMENT OF ARCHITECT/ENGINEERING SERVICES

### SCOPE OF WORK

Magazine Master Plan / NWS Yorktown

#### 1. GENERAL STATEMENT OF WORK

- a. The Contractor will develop a Magazine Master Plan to support NAVFAC MIDLANT. The sustainability program includes seven main tasks:
  - (1) Kickoff Teleconference
  - (2) Survey and Analysis/Data Collection/Interviews/(Workshop #1)
  - (3) Visioning Session & Opportunities and Constraints (Workshop #2)
  - (4) Charrette (Workshop #3)
  - (5) Charrette Report/ Draft Plan Concept Presentation
  - (6) Final Plan Concept Presentation
  - (7) Project Documentation Preparation
- b. Points of Contact:

Contract Specialist:

(b) (6)	OPHA10/(b) (6)	
Internet E-Mail: (b) (	5)	
Project Manager:		
(b) (6)	, Facilities Management Director (b) (6)	7
Internet E-Mail: (b)	3	

## 2. MAJOR TASK ITEMS

(1) Task 1.0 - Kickoff Teleconference

Kick-off conference call will be held with PWD Yorktown within twenty-one calendar days of Notice to Proceed (NTP). The purpose of this call is to discuss approach and schedule for the project, and to establish protocol (e.g., how to conduct communications with stakeholders). Prepare meeting notes and a project schedule within two weeks of the kickoff meeting.

Deliverables: Project schedule, kickoff conference call notes and list of data needs.

- Trips: None. Project data collection will include a meeting via conference call.
- (1) Task 2.0 Survey and Analysis/Data Collection/Interviews/(Workshop #1)

Facility on-site visit. Analyze buildings, vehicle circulation, pedestrian circulation, open space, constraints, Anti-Terrorism/Force Protection (AT/FP) stand-off distance, recreation areas, adjacent operational areas, planned future facility projects, views and utility corridors, and potential encroachment in accordance with planning and sustainable development principles. Review and update existing BFR(s) as necessary to produce and support a viable Master Plan and Capital Improvements/Recapitalization Plan; most requirements will be based on a current NOLSC ordnance loadplan. During field visits, update the Adequate/Substandard/Inadequate Facility Classifications and associated Deficiency Codes as shown in INFADS and the Attached facility inventory spreadsheet. Recommend revisions to category codes for existing facilities as warranted during the on-site visits. Interview representatives from user tenant command management/stakeholders to understand requirements and suggestions/ideas/vision for future facility plans for NWS magazine areas.

Deliverables: Present hardcopy of Survey and Analysis field notes.

- Trips: 1-3 week trip to Yorktown Preliminary Site Visit
- (1) Task 3.0 Visioning Session & Opportunities and Constraints (Workshop #2)

Using information from survey and analysis, interviews/workshops, and Government provided information, develop overall opportunities and constraints and present to Navy personnel/senior stakeholders via brief. Facilitate visioning session with senior stakeholders to achieve long-term vision of all magazine storage areas.

Deliverables: Presentation to stakeholders to include all existing and planned project information, as well as initial cost estimates. (Hardcopy/digital format)

- Trips: 1 1 week trip to Yorktown Visioning Session
- (1) Task 4.0 Charrette (Workshop #3)

Develop and present Initial Concept Sketches with alternatives during multi-day charrettes (location to be determined). Create sketches that integrate buildings, open space/green space, parking and vehicle circulation, encroachment buffers and utilities. Integrate sustainable development principles, AT/FP and safety setbacks into overall plan.

Deliverables: Concept Sketches with alternatives. (Hardcopy/digital format)

- Trips: 1 1 week trip to Yorktown Charrette Sessions
- (1) Task 5.0 Charrette Report/ Draft Plan Concept Presentation

Incorporate and summarize charrette results and previous findings into PowerPoint presentation to senior stakeholders. Develop and present draft preferred NWS Yorktown Magazine Master Plan and Capital Improvements Plan (Including existing situation, environmental & opportunities constraints, siting for proposed projects and demolition, proposed phasing, and illustrative plan) concept to stakeholders. (Hardcopy/digital format)

Deliverables: Draft NWS Yorktown Magazine Master Plan and Capital Improvements Plan presentation. (Hardcopy/digital format)

• Trips 1–1 day trip to Yorktown. Draft plan presentation

#### (1) Task 6.0 - Final Plan Concept Presentation

Incorporate feedback from draft plan concept presentation and present final master plan concept to senior stakeholders as a PowerPoint presentation.

Deliverables: Final Plan (Hardcopy/digital format).

• Trips 1–1 day trip to Yorktown. Final plan presentation

## (1) Task 7.0 – Project Documentation Preparation

Prepare Installation final 1391s for Military Construction (MCON) and/or (O&MN) Operation and Maintenance funded projects as required. Projects shall be developed in Electronic Project Generator (EPG) in support of plan(s) and will include economic analyses. Prepare Site Approval Packages in WEBSAR with supporting documentation. Provide GIS planned layer in a format to be provided by NAVFAC MIDLANT

Deliverables: Project documentation in EPG/WEBSAR. Provide GIS data in required format.

(End of text)

Attachment B

#### PURPOSE:

This magazine area Master Plan is being prepared for Naval Weapons Station (NWS) Yorktown Public Works Department and includes all magazines occupied by all tenants but primarily those used by Navy Munitions Command, Yorktown Detachment (NMC Detachment Yorktown) Yorktown, Virginia.

The purpose of this effort is to determine the most appropriate land use, facility use and recapitalization requirements to meet tenant ordnance related facility and infrastructure requirements aboard NWS Yorktown, VA.

## DISCUSSION:

NWS Yorktown ordnance magazines range in age from 12 to 92 years old with most built in the 1940s and 1950s. There are over 200 magazines of various sizes, capacities and physical condition used by 7 major tenants. Some magazine areas may be constrained by wetlands, potentially archeologically sensitive sites, DoD Installation Restoration Program sites, natural resources and other base operations.

The roles of the magazine areas have changed in recent years to support mission and tenant changes. There has been little modernization and recapitalization. In general, the physical condition, size and physical layout of NWS Yorktown area facilities and infrastructure do not efficiently support the missions of some of the tenants. The table below summarizes assets and requirements for each tenant. A detailed inventory showing Plant Value, Category Codes, Square Feet and other inventory data is included as Attachment A to this Scope of Work.

TENANT	ASSETS (SF)	RQMTS (SF)	USE CATCODES
NMC DET YKTWN	493,840	530,450	441-22, -35, -48, -72
NSWC INDIAN HEAD	81,484	0 (IH leaving due to	319-15, 421-12, -22, -48,
		BRAC; no reqm't)	-62
EODMU2	971	971	421-22, -35, -48
RIVRON3	6,864	2,402	421-22
SUBTORPFAC	30,184	42,172	421-72
NWS YKTWN	55,995	0	421-12, -22, -32

NAVELSC	2.407	2.499	421.22
NAVELSO	2,407	2,499	421-22

GENERAL TASK: This effort is intended to be a framework for physical development to address mission functionality, safety, security (including IDS), circulation, parking, and renovation or new construction requirements. Therefore, it is important to have an overall plan that is consistent in vision and program to ensure that, as developed, it results in consistent and appropriate physical appearance and functional use that effectively accomplishes the NWS Yorktown ordnance storage mission.

Task 1 Kickoff Meeting: Kick-off meeting or conference call will be held within twenty-one calendar days of Notice to Proceed (NTP).

Task 2 Survey and Analysis/Data Collection/Interviews/(Workshop #1): Facility on-site visit. Analyze buildings, vehicle circulation, pedestrian circulation, open space, constraints, Anti-Terrorism/Force Protection (AT/FP) stand-off distance, recreation areas, adjacent operational areas, planned future facility projects, views and utility corridors, and potential encroachment in accordance with planning and sustainable development principles. Review and update existing BFR(s) as necessary to produce and support a viable Master Plan and Capital Improvements/Recapitalization Plan; most requirements will be based on a current NOLSC ordnance loadplan. During field visits, update the Adequate/Substandard/Inadequate Facility Classifications and associated Deficiency Codes as shown in INFADS and Attachment A. Recommend revisions to category codes for existing facilities as warranted during the on-site visits. Interview representatives from user tenant command management/stakeholders to understand requirements and suggestions/ideas/vision for future facility plans for NWS magazine areas. Present hardcopy of Survey and Analysis field notes.

Task 3 Visioning Session & Opportunities and Constraints (Workshop #2): Using information from survey and analysis, interviews/workshops, and Government provided information, develop overall opportunities and constraints and present to Navy personnel/senior stakeholders via brief. Facilitate visioning session with senior stakeholders to achieve long-term vision of all magazine storage areas. All existing and planned project information should be included in presentation, as well as initial cost estimates. (Hardcopy/.PDF format)

Task 4 Charrette (Workshop #3): Develop and present Initial Concept Sketches with 2-3 alternatives during multiday charrettes (location to be determined). Create sketches that integrate buildings, open space/green space, parking and vehicle circulation, encroachment buffers and utilities. Integrate sustainable development principles, AT/FP and safety setbacks into overall plan. Final Concept Sketches with 1-2 alternatives should be outcome of Charette completion. (Hardcopy/.PDF format)

Task 5 Charrette Report/ Draft Plan Concept Presentation: Incorporate and summarize charrette results and previous findings into PowerPoint presentation to senior stakeholders. Develop and present preferred NWS Yorktown Magazine Modernization and Capital Improvements Plan (Including existing situation, environmental & opportunities constraints, siting for proposed projects and demolition, proposed phasing, and illustrative plan) concept to stakeholders. (Hardcopy/.PDF format)

Task 6 Final Plan Concept Presentation: Incorporate feedback from draft plan concept presentation and present final master plan concept to senior stakeholders as a PowerPoint presentation. (Hardcopy/.PDF format)

Task 7 Draft Plan: Prepare draft report for Navy review. Plan should be accessible via website. Prepare Installation final 1391s for Military Construction (MCON) and/or (O&MN) Operation and Maintenance funded projects as required. Projects shall be developed in Electronic Project Generator (EPG) in support of plan(s). (Hardcopy/.PDF format)

Task 8 Final Plan: Prepare final report for Navy review. Plans should be accessible via website. Include Executive Summary. Final deliverable map should be IAW NAVFAC MIDLANT GIS specifications.

### DELIVERABLES TO BE PROVIDED:

#### • Included in Final Report

- o At least two options for accommodating requirements.
- o Preliminary cost estimate to delineate cost differences between options.
- o Facility and infrastructure demolition plan, construction plan, and modernization plan.
- o Installation/PWD level final 1391 project documentation with initial economic analysis in Electronic Project Generator.
- O Site plans showing building/infrastructure footprint, parking, utilities, fences, lighting, explosive arcs, and other required improvements per land use guidance/plans/criteria.

# • Supplemental Documentation

- o Site Approval Package in WEBSAR with supporting documentation.
- o GIS planned layer in a format to be provided by NAVFAC MIDLANT

#### GOVERNMENT FURNISHED MATERIALS:

- Existing Land Use Plan with approved explosive safety arcs.
- Existing NWS Yorktown master Plan.
- GIS maps (base maps, constraints map, planned development)
- Facilities Requirements Plan (FRP) Summary
- Current applicable Basic Facilities Requirements (BFRs) and current NOLSC loadplan data.
- Draft Encroachment Action Plan
- MILCON Team Planning & Programming Process (MTP3)
- Process Improvement Report of 18 March 2008
- NAVFAC P-80 Facility Planning Criteria
- Electronic Link to all Unified Facility Criteria (e.g. UFC 2-000-02AN Installation Master Planning and UFC 4-010-01 DoD - Minimum Antiterrorism Standards for Buildings
- Disc copy of NAVSEA OP-5, Volume 1, Seventh Revision
- OPNAV 11010.20G
- 1391(s) for existing magazine projects
- Current Navy concept
- Any special security requirements

#### PROJECT SUBMITTALS:

T. 1	D. II.	Weeks after	
Task	Deliverable	award/NTP	Dates
1	Kickoff Meeting Notes	4 weeks <sup>a</sup>	
2	Workshop #1 Field Notes	6 weeks b	
3	Workshop #2 Notes, Opportunities and Constraints Brief,	10 weeks <sup>c</sup>	
	Initial Cost Estimates, and initial Concept Sketches		
4	Workshop #3 Final Concept Sketches	15 weeks d	
5	Charette Report / Draft Plan Concept Presentation	20 weeks	
		(5 months)	
6	Final Plan Concept Presentation	24 weeks	
		(6 months)	
7	Draft Master Plan (including explosives site approval	32 weeks	
	request, GIS data, draft 1391(s), and EPG economic	(8 months)	
	analysis) and brief		
8	Final Master Plan with Executive Summary	36 weeks	

	(9 months)	
	() 11101111115)	

#### Notes:

- a) The Kickoff Meeting will occur no later than (NLT) than 3 weeks after the Notice to Proceed (NTP).
- b) Workshop #1 will occur NLT 5 weeks after the NTP.
- c) Workshop #2 will occur NLT 7 weeks after the NTP.
- d) Workshop #3 will occur NLT 12 weeks after the NTP.

The contractor's responsibility is directly to the Contracting Officer via the Contract Specialist. Any requested change/deviation in scope must be brought to the attention and/or approved by the Contracting Officer. In no case shall changes to the contract scope be made at the Activity level or by any person other than the Contracting Officer.

Award: \$250,017.09

Labor total Travel and Other Direct Costs Total D. O. Value



Acceptance of this task by the contractor constitutes an accord and satisfaction and represents payment in full for both time and money and for any and all costs, impact effect and delays and disruptions arising out of, or incidental to the work as herein revised.

(End of text)

# INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
000101	N/A	N/A	N/A	Government

# Section F - Deliveries or Performance

# **DELIVERY INFORMATION**

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	31-MAY-2012	250,017.09	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

# ACCOUNTING AND APPROPRIATION DATA

AA: 1711804 52FA 252 00052 0 068732 2D C044LD

COST CODE: 692121FP402Q AMOUNT: \$250,017.09

Section I - Contract Clauses

#### CLAUSES INCORPORATED BY FULL TEXT

**5252.232-9301 Invoicing Procedures Electronic**. As prescribed in 32.7004 insert a clause substantially the same as the following:

### INVOICING PROCEDURES ELECTRONIC (NOV 2009)

- (a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at https://wawf.eb mil, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.
- (b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business Point of Contact (EBPOC), and anyone responsible for the submission of invoices, use the online training system for WAWF at http://wawftraining.com. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at http://acquisition.navy mil/navyaos/content/view/full/3521/. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".
- (c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988 for the DISA WAWF Helpdesk or emailing cscassig@csd.disa mil. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at https://wawf.eb.mil.
- (d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:				
Contract Number	N40085-08-D-1403			
Delivery Order Number	WE04			
Cage Code/Ext	0L251			
Pay DoDAAC	N68732			
Document Type	Navy Construction / Facilities Management Invoice			
On the WAWF "Header Tab" the following is required:				
Issue Date	29 Sept 2011			
Issue By DoDAAC	N40085 HRIPT			
Admin By DoDAAC	N40085 HRIPT			
Inspect By DoDAAC/Ext	N40085 HRIPT			
Ship To Code/Ext or Service Acceptor or Accept By	N40085 HRIPT			
DoDAAC/Ext				
Ship From Code/Ext	LEAVE BLANK			
LPO DoDAAC/Ext	N40085 HRIPT			
Once Submitted, select "Send More Email Notifications"				
Inspector Email Address	Not Applicable			
Accountable Official Email Address	Not Applicable			

Operations Assistant (OA) Email Address	Not Applicable
Activity Fund Administrator email Address	Not Applicable

The NAVFAC WAWF point of contact for this contract is **b**) (6) and she can be reached at

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "\_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

- (e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.
- (f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 877-251-WAWF (9293), ccl-ec-navy-wawf-helpdesk@dfas.mil or the NAVFAC WAWF point of contact identified above in section (d).

(End of clause)